



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
IRVIN J. POKE
DIRECTOR

STEVEN H. HILFINGER
DIRECTOR

MANUFACTURED HOUSING COMMISSION
BUREAU OF CONSTRUCTION CODES
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan
AGENDA
August 17, 2011
10:00 a.m.

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes — June 15, 2011 (Pages 3-15)
4. Manufactured Housing Commission Fees Financial Report (Page 16)
5. Public Comment [If issues are raised during public comment which require a response, the Commission's Executive Director will respond and Commissioners who wish to comment will make their comments after the Executive Director's response. The Commission will not allow public comment about the substance of open or closed complaints (unless, if regarding a closed complaint, the right to appeal is waived) but will allow public comment about procedural issues related to complaints. Public comment will be limited to 10 minutes for an individual representing an organization and 6 minutes for an individual not representing an organization; the Commission chairperson may grant the individual an additional 10 minutes.]

The meeting site and parking are accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call Brenda Caron at (517) 241-9317 at least 10 work days before the event. LARA is an equal opportunity employer/program.

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6. Imposition of Penalties
7. Variances
8. Committee Reports
9. Unfinished Business
10. New Business
 - a. Report on Annual Inspections of Manufactured Home Communities
 - b. License Approval (Page 17)
11. Executive Director's Report
12. Other Business
13. Adjournment



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BUREAU OF CONSTRUCTION CODES
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan

MINUTES
June 15, 2011
10:00 a.m.

MEMBERS PRESENT

Mr. Ronald Blank, Chairperson
Ms. Carole Elliott
Mr. Peter Hennard

Mr. Mark Raukar
Mr. Jerome Ruggirello
Mr. Creighton Weber

MEMBERS ABSENT

Ms. Brenda Abbey — Excused
Mr. David Hagey — Excused
Ms. Patricia Newman — Unexcused

MICHIGAN DEPARTMENT OF LICENSING & REGULATORY AFFAIRS PERSONNEL
ATTENDING

Mr. Irvin Poke, Director, Bureau of Construction Codes (BCC)
Mr. Keith Lambert, Deputy Director, BCC
Mr. Larry Lehman, Chief, Building Division, BCC
Mr. Charles Curtis, Asst. Chief, Building Division, BCC
Ms. Brenda Caron, Executive Secretary, Building Division, BCC
Mr. Gerrit Bakker, Departmental Analyst, Building Division, BCC
Ms. Tracie Pack, Departmental Analyst, Building Division, BCC
Ms. Usha Menon, Plan Reviewer, Plan Review Division, BCC

OTHERS IN ATTENDANCE

Mr. John Caron — West Michigan Home Sales
Ms. Carolyn Harden — Governor's Office
Ms. Carolyn S. Miller — Arbor Meadows Homeowners Assn.
Mr. Dan Nickrent — Resident of Saddlebrook Farms
Ms. Linda Nickrent — Resident of Saddlebrook Farms
Mr. Bill Stamer — Champion Home Builders, Inc.
Mr. Matt Weaver — West Michigan Home Sales
Mr. Jeff Yaroeh — City of Richmond

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1. **CALL TO ORDER AND DETERMINATION OF QUORUM**

The meeting was called to order at approximately 10:02 a.m. by Chairperson Blank. A quorum was determined to be present at that time.

2. **APPROVAL OF THE AGENDA**

A **MOTION** was made by Commissioner Raukar and supported by Commissioner Hennard to approve the Agenda. **MOTION CARRIED.**
****Addendum 1

3. **APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Elliott and supported by Commissioner Raukar to approve the minutes of the April 13, 2011, meeting. **MOTION CARRIED.**
****Addendum 2

Chairperson Blank took a moment to welcome back and introduce Commissioner Creighton Weber who was recently appointed to the Manufactured Housing Commission for a second term and will be representing financial institutions. Mr. Weber is employed with Wells Fargo and has been in the manufactured housing industry for 30 years. We look forward to working with him.

Chairperson Blank also wanted to thank Tom Leduc, former commissioner, for his expertise and years of service on the Commission. We wish him well.

4. **PUBLIC COMMENT**

No one spoke.

5. **IMPOSITION OF PENALTIES**

There was no imposition of penalties.

6. **VARIANCES**

Ravine View Estates (Berrien County)

No one was present to represent the community.

Mr. Bakker reviewed the request.

After discussion, a **MOTION** was made by Commissioner Hennard and supported by Commissioner Raukar to approve the request for a variance to Rule 905(5), pursuant to Section R125.2318(5) of 1987 PA 96, as amended, MCL 125.2318(5), by granting a 5 year extension to the expired permit to construct, thereby extending Permit to Construct No. 97097 from February 23, 2011 to February 23, 2016. **MOTION CARRIED.**

****Addendum 3

7. **COMMITTEE REPORTS**

There were no committee reports made.

8. **UNFINISHED BUSINESS**

Update on Arbor Village LLC and Terry Winter, Member and Operator

At the last meeting, Mr. Lehman requested that this item be tabled in order to give the new owners/operator some time to review the Annual Inspection Report and correct the violations. Based on staff analysis, we have determined that all the violations have been corrected, and the park is now in good standing. Therefore, Mr. Lehman asked that this item be removed from the agenda.

A **MOTION** was made by Commissioner Elliott and supported by Commissioner Ruggirello to remove this item from the agenda. **MOTION CARRIED.**

9. **NEW BUSINESS**

Report on Annual Inspections of Manufactured Home Communities

Mr. Lehman reported that out of 1,148 communities, Bureau inspectors have completed 476 (41%) of the 2011 annual inspections; and out of those, 234 had no violations, 237 had one or more violations, and 5 communities have closed. So there are more than half of the inspections yet to be completed.

License Approval

After discussion, a **MOTION** was made by Commissioner Ruggirello and supported by Commissioner Weber to approve all pending licenses. **MOTION CARRIED.**

****Addendum 4

10. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Lehman welcomed Creighton Weber back to the Manufactured Housing Commission. Mr. Weber served previously on the Commission for several years, and we look forward to working with him again.

At the Bureau level, a lot of the vacant administrative support positions have been filled in the last two months. Jocelyn Krueger is the Senior Executive Management Assistant to Irvin Poke, Bureau Director. She has been on board for about six weeks. Amie Ostrander has come back to the Bureau and is now the Departmental Analyst in charge of the Bureau's website. We have also filled administrative support positions in the Elevator and Mechanical Divisions.

The Building Division has been very busy working in the background on three complaints that could have come before the Commission in the next couple of months but were resolved. So kudos to all our staff for their hard work!

11. **OTHER BUSINESS**

Bureau Director Irvin Poke brought up the issue of the Commission making a motion to "table" an item at the last meeting, when in fact, according to Robert's Rules of Order, it should have been "postponed" until a future meeting. He indicated that this is the most common misuse of a motion. A motion to "table" is not debatable, and if you table an item it has to be taken up by the end of the meeting. It can not be tabled to a future meeting. The correct motion to use is a motion to "postpone" either indefinitely or to a date certain. The difference between the two is that a motion to "table" is not debatable, and a motion to "postpone" is debatable. If the item is not going to be taken up at that meeting, then the correct motion to be made is a motion to "postpone."

12. **ADJOURNMENT**

At 10:28 a.m., a **MOTION** was made by Commissioner Ruggirello and supported by Commissioner Elliott to adjourn the meeting. **MOTION CARRIED.**



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MANUFACTURED HOUSING COMMISSION
BUREAU OF CONSTRUCTION CODES
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan
AGENDA
June 15, 2011
10:00 a.m.

APPROVED

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes — April 13, 2011 (Pages 3-11)
4. Public Comment [If issues are raised during public comment which require a response, the Commission's Executive Director will respond and Commissioners who wish to comment will make their comments after the Executive Director's response. The Commission will not allow public comment about the substance of open or closed complaints (unless, if regarding a closed complaint, the right to appeal is waived) but will allow public comment about procedural issues related to complaints. Public comment will be limited to 10 minutes for an individual representing an organization and 6 minutes for an individual not representing an organization; the Commission chairperson may grant the individual an additional 10 minutes.]

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5. Imposition of Penalties
6. Variances
 - a. Ravine View Estates (Berrien County) (Pages 12-25)
7. Committee Reports
8. Unfinished Business
 - a. Update on Arbor Village LLC and Terry Winter, Member and Operator
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DIRECTOR

MANUFACTURED HOUSING COMMISSION
BUREAU OF CONSTRUCTION CODES
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan

MINUTES
April 13, 2011
10:00 a.m.

APPROVED

MEMBERS PRESENT

Mr. Ronald Blank, Chairperson
Ms. Brenda Abbey
Ms. Carole Elliott

Mr. Peter Hennard
Mr. Thomas Leduc
Mr. Jerome Ruggirello

MEMBERS ABSENT

Mr. David Hagey — Excused
Ms. Patricia Newman — Excused
Mr. Mark Raukar — Excused

MICHIGAN DEPARTMENT OF LICENSING & REGULATORY AFFAIRS PERSONNEL
ATTENDING

Mr. Irvin Poke, Director, Bureau of Construction Codes (BCC)
Mr. Keith Lambert, Deputy Director, BCC
Mr. Larry Lehman, Chief, Building Division, BCC
Mr. Charles Curtis, Asst. Chief, Building Division, BCC
Ms. Brenda Caron, Executive Secretary, Building Division, BCC
Mr. Gerrit Bakker, Departmental Analyst, Building Division, BCC
Ms. Tracie Pack, Departmental Analyst, Building Division, BCC
Mr. Dave Viges, Director, Office of Management Services, BCC
Mr. Todd Cordill, Chief, Plan Review Division, BCC

OTHERS IN ATTENDANCE

Mr. Tim DeWitt — MMHA
Mr. Tom Janes — First Choice Mobile Home Sales
Ms. Helen Janes — First Choice Mobile Home Sales
Ms. Carolyn Suzanne Miller — Arbor Meadows

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Signatures

Drafted by: Brenda S. Caron Date: April 22, 2011
Brenda S. Caron, Secretary
Building Division

Approved by the Manufactured Housing Commission on: June 15, 2011


Ronald A. Blank, Chairperson
Manufactured Housing Commission

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
MANUFACTURED HOUSING COMMISSION
2501 Woodlake Circle
Okemos, Michigan 48864

In the Matter of:

**RAVINE VIEW PARTNERS LIMITED PARTNERSHIP, D/B/A
RAVINE VIEW ESTATES (Berrien County)**
MHC License No. 1200670 / Plan Review Division Project No. 97097

c/o Mr. Marc A. Glova, President
Propvest Ltd.
P.O. Box 1088
Littleton, North Carolina 27850-1088

(Applicant)

Issued and entered
this 15th day of June, 2011
by Ronald A. Blank, Chairperson

ORDER GRANTING VARIANCE

PROCEDURAL HISTORY

On April 11, 2011, the above named Applicant requested a variance from the 10-year time limit on construction permits imposed by Rule 905(5) of the Manufactured Housing Rules (the "Code"), MAC R 125.1905(5), for this partially completed 61-site expansion of an existing 93-site community in Berrien County (the "Request"). The permit to construct for this development was first issued on April 27, 2001. On February 23, 2006, a permit extension was granted until February 23, 2011.

On June 15, 2011, a hearing was held on this Request before the Manufactured Housing Commission (the "Commission"). The Commission heard testimony from the Bureau of Construction Codes regarding its technical review of the Request.

ORDER GRANTING VARIANCE
RAVINE VIEW PARTNERS LIMITED PARTNERSHIP, D/B/A
RAVINE VIEW ESTATES

FINDINGS OF FACT

Based on the evidence presented at the hearing, the Commission finds that the literal application of the time limit on the construction permit imposed by Rule 905(5) of the Code, MAC R 125.1905(5), for this partially completed 61-site expansion in Berrien County would result in an exceptional practical difficulty to the Applicant, but is neither so general nor recurrent in nature as to make an amendment of the Code with respect to the condition reasonably practical or desirable.

CONCLUSION OF LAW

An exceptional practical difficulty in the literal application of a substantive requirement of the Code constitutes grounds under Section 18 of the Mobile Home Commission Act, MCL 125.2318, for the Commission to grant a specific variance to a requirement of the Code.

DECISION

NOW THEREFORE, IT IS ORDERED that the Request for a specific variance from the 10-year time limit of Rule 905(5) of the Code is hereby GRANTED in the amount of five (5) additional years, thereby extending Permit to Construct No. 97097 until February 23, 2016.

By:



MANUFACTURED HOUSING COMMISSION
Ronald A. Blank, Chairperson

Date: June 15, 2011

ORDER GRANTING VARIANCE
RAVINE VIEW PARTNERS LIMITED PARTNERSHIP, D/B/A
RAVINE VIEW ESTATES

A Copy of this Variance was sent by First Class Mail to:

Ravine View Partners Limited Partnership, d/b/a
Ravine View Estates
c/o Mr. Marc A. Glova, President
Propvest Ltd.
P.O. Box 1088
Littleton, North Carolina 27850-1088

A Copy of this Variance was sent by Interdepartmental Mail to:

Larry Lehman, Chief
Building Division
Bureau of Construction Codes
P.O. Box 30254
Lansing, Michigan 48909

Todd Cordill, Chief
Plan Review Division
Bureau of Construction Codes
P.O. Box 30254
Lansing, Michigan 48909

PENDING LICENSE APPROVALS
JUNE 15, 2011 – MANUFACTURED HOUSING COMMISSION

| INSTALLER/SERVICER | RETAILER |
|--|--|
| Michael J. Hazen, Jr. MJS Mobile Home Repair 2895 Wiersma Road Cedar Springs, MI 49319 | Haynes Real Estate, Inc. Coldwell Banker Haynes Real Estate Inc. 15489 S. Telegraph Monroe, MI 48161 Alan Haynes, Operator |
| JM Home Remodeling LLC 26721 Crystal Avenue Warren, MI 48091 William J. McSwain, Operator | Act 1 Homes LLC 4384 E. Mt. Morris Road Mt. Morris, MI 48458 James A. Groleau, Operator |
| West Michigan Home Sales Inc. 5935 S. 9 th Street Kalamazoo, MI 49009 Jonathan Johnson, Operator | |
| Meadowbrook Manor Estates Inc. 7280 W. Mt. Morris Road Flushing, MI 48433 Richard McGinley, Operator | |
| Manufactured Home Services Inc. 3313 Lily Court Midland, MI 48642 Patrick J. Murphy, Operator | |

**ADDITIONAL PENDING LICENSE APPROVALS
JUNE 15, 2011 – MANUFACTURED HOUSING COMMISSION**

| INSTALLER/SERVICER | RETAILER |
|---|---|
| Premier Land Management LLC Premier Property Maintenance Services 1877 Rives Eaton Road Jackson, MI 49201 Brian E. Phillips, Operator | MHP Manager LLC 82 Deerfield Pines Road North Branch, MI 48461 Andrew Reisinger, Operator |
| | MHP Manager LLC 1065 Peach Blossom Burton, MI 48509 Andrew Reisinger, Operator |
| | Automark Sales Inc. 10627 McMaster Court Fenton, MI 48430 Mark R. Leighton, Operator |
| | Accent Homes of Dowagiac LLC 52051 M-51 North Dowagiac, MI 49047 Russell F. Cross, Jr., Operator |
| | Manufactured Home Services Inc. 3313 Lily Court Midland, MI 48642 Patrick J. Murphy, Operator |

Manufactured Housing Program Fund Revenue/Expenditure Report

FY 2011 - 3rd Quarter

Program Revenue

| | |
|----------------------------------|-------------|
| Licenses | \$ 18,178 |
| Permits | \$ - |
| Titles | \$ 486,125 |
| Other: | |
| Publication & Copy Revenue | \$ 165 |
| Land Sales-App. for Registration | \$ - |
| HUD Reimb. of Insp. Costs | \$ - |
| Mfrd. Housing Commission Fines | \$ 3,292 |
| Common Cash Interest | \$ 1,438 |
| RED-DCS 1% | \$ (28,752) |
| RED-Dept of State | \$ (64,360) |
| RED-AG | \$ - |

Program Expenditures

| | |
|-------------------------------|------------|
| Salaries | \$ 243,725 |
| Ret., Longev. & Ins. | \$ 156,747 |
| CSS&M & Equipment | \$ 44,557 |
| Travel | \$ 5,019 |
| Sub-Total Direct Expenditures | \$ 450,049 |
| Indirect Dept. Expenditures: | |
| Info Technology Services | \$ - |
| Rent | \$ 6,465 |
| Property Management | \$ 2,677 |
| Executive Director Programs | \$ - |
| Administrative Services | \$ 78 |
| Code Enforcement | \$ - |

TOTAL REVENUE **\$ 416,086**

TOTAL EXPENDITURES **\$ 459,269**

3rd Quarter Difference = **\$ (43,183)**

FY 2011 Year-To-Date Totals

Program Revenue

| | |
|----------------------------------|--------------|
| Licenses | \$ 33,338 |
| Permits | \$ 370 |
| Titles | \$ 1,425,630 |
| Other: | |
| Publication & Copy Revenue | \$ 553 |
| Land Sales-App. for Registration | \$ - |
| HUD Reimb. of Insp. Costs | \$ - |
| Mfrd. Housing Commission Fines | \$ 125,548 |
| Common Cash Interest | \$ 2,955 |
| RED-DCS 1% | \$ (28,752) |
| RED-Dept of State | \$ (123,829) |
| RED-AG | \$ - |

Program Expenditures

| | |
|-------------------------------|--------------|
| Salaries | \$ 747,756 |
| Ret., Longev. & Ins. | \$ 490,352 |
| CSS&M & Equipment | \$ 80,711 |
| Travel | \$ 17,490 |
| Sub-Total Direct Expenditures | \$ 1,336,308 |
| Indirect Dept. Expenditures: | |
| Info Technology Services | \$ - |
| Rent | \$ 22,471 |
| Property Management | \$ 8,032 |
| Executive Director Programs | \$ - |
| Administrative Services | \$ 147 |
| Code Enforcement | \$ - |

TOTAL REVENUE **\$ 1,435,813**

TOTAL EXPENDITURES **\$ 1,366,959**

FY11 (End of 3rd Qtr.) DIFFERENCE = **\$ 68,854**

FUND BALANCE (End of FY11 3rd Qtr.) = **\$2,554,967**

PENDING LICENSE APPROVALS
AUGUST 17, 2011 – MANUFACTURED HOUSING COMMISSION

| INSTALLER/SERVICER | RETAILER |
|--------------------|--|
| | Indian Village Homes LLC 2600 E. South Street Jackson, MI 49201 Sebastian Palazzo, Operator |
| | Stolkholm LLC 4412 Alvarado Drive Bay City, MI 48706 Henry Johnson, Jr., Operator |
| | Coachmans Cove LLC d/b/a Coachmans Cove Mobile Home Park 6600 Portage Lake Road Munith, MI 49259 Claudia Sills, Operator |
| | Lowell MHP LLC d/b/a Key Heights Village 11335 E. Fulton Lowell, MI 49331 Claudia Sills, Operator |